

Employment Opportunity: Job # 18-02

Veteran Service Officer / Emergency Manager

Posting Type: Open Announcement

Closing Date: **Until Filled**

Starting Wage: \$4,135 / Month

Application Procedures: Please submit a Meade County application to:

★ Human Resources / 1300 Sherman Street Suite □ 212 □ Sturgis, SD 57785

Veteran Service Officer / Emergency Manager

Meade County Commission Office

Full-Time w/Benefits

General Statement of Duties

Position is responsible for performing professional administrative and managerial duties to ensure veterans are informed of their respective benefits, and is also responsible for the development and maintenance of an Emergency Management Program for the County.

Hours of Work

This position is an exempt position normally scheduled for 40 hours per week. Actual hours may vary. This position is subject to assisting other Meade County departments at the discretion of the Department Head.

Typical Duties and Responsibilities

1. Assist veterans and their families in filing claims for various benefits and services to include medical, education, disability, burial, housing, mental health and drug and alcohol treatment/ counseling, job training and nursing facilities and services.
2. Compile information and inform veterans and their families of available benefits and programs.
3. Assist Veteran's with monthly, quarterly and yearly reports according to VA.
4. Develop local emergency plans consistent with the state plan and program for all units of government in the County and update the plans on a regular basis. 12. Assist schools, medical faculty and industry in the development and review of such emergency plans.
5. Develop and maintain County-wide communication and warning system.
6. Develop and maintain a hazardous materials program.
7. Serve as Coordinator of the Local Emergency Planning Committee as formed in compliance with SARA Title III.
8. Provide information and assistance to all governments and individuals in the County on emergency responsibilities and capabilities.
9. Provide disaster training for all local agencies. Provide training for County severe weather spotters.
10. Develop and maintains an Emergency Operations Center for use during an emergency.
11. Apply for financial assistance relative to administration, emergency operations, communications and warning systems.
12. Head up the spring/summer and winter storm campaigns. This includes ordering and maintaining the materials needed from FEMA.

13. Project budgetary needs for Hazardous Materials, Search and Rescue and Emergency Management.
14. Develop a volunteer force of personnel to assist during times of emergency.
15. Oversee and coordinate the Search and Rescue team for Meade County.
16. Coordinate Hazardous Material Coordinator and provide assistance.
17. Prepare office reports to include daily, monthly, quarterly and yearly. Prepare monthly expense vouchers.
18. Attend training sessions, conferences and meetings as required by state and county.
19. Perform additional duties as required, performing all duties in a manner consistent with safe practices and policies.

Minimum Qualifications

The minimum qualifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience and Education:

1. High School Diploma or G.E.D. Certification. Bachelor of Science degree in Administration or related fields preferred.
2. Two (2) years experience with private, county, state, and federal assistance programs, or an equivalent of education and experience.
3. A Veteran as defined under SDCL 33A-2-1 and 33A-1-25
4. Knowledge of Veteran's programs and local, State and Federal Welfare programs. Understanding of SARA Title III, RCRA Act, Clean Air Act, 40 CFR 302-355-372, 29 CFR 1910.120, etc.
5. Understanding of hazardous materials-controls and disposal.
6. Ability to demonstrate good communication and organizational skills and ability to work well with others and get along with the general public.

Physical Demands:

1. While performing the duties of this job, the employee is regularly required to talk or hear, and use hands to finger, handle, or feel.
2. The employee frequently is required to stand, walk, and reach with hands and arms.
3. The employee is occasionally required to sit and climb or balance.
4. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
5. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment:

1. The noise level in the work environment is usually quiet.

Examination, Testing, and Certification:

1. Valid South Dakota Drivers License.
2. Successful competition in written and/or oral interviews.
3. Other such examination as deemed appropriate and necessary by the County.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.